

Utah Department of Health, Bureau of Child Care Licensing
Center Renewal Application, Staff Orientation Training Form

Center Name:

Date Review Completed (mm/dd/yyyy): / /

Please follow the attached instructions when completing this form. List all caregivers, substitutes, and volunteers who work with children who started after your last Announced Inspection. Use as many pages as needed to include all new staff. In order for your license to be renewed, this form must be accurately completed before your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection.

Caregiver Names:					
Date Orientation Training Completed: (mm/dd/yyyy)	/	/	/	/	/
First Date of Paid Work: (mm/dd/yyyy)	/	/	/	/	/
Topics Included in Training	Yes	No	Yes	No	Yes
Licensing Rules:					
Supervision & Ratios					
Injury Prevention					
Parent Notification & Child Security					
Child Health					
Child Nutrition					
Infection Control					
Medications					
Napping					
Child Discipline					
Activities					
Transportation					
Animals					
Diapering					
Infant & Toddler Care					
Job Description & Duties					
Center's Written Policies					
Center's Written Emergency Plan					
Orientation to Assigned Children					
Children's Health Assessments					
Procedures for Releasing Children					
Body Fluid Clean-up Procedures					
Abuse/Neglect Signs & Reporting					
Obtaining Assistance in Emergencies					
Shaken Baby/Copying w/Crying Babies					
Preventing SIDS					

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Make as many additional copies of this 2nd page as you need to include all new staff hired since your last Announced Inspection.

Additional Caregiver Names:										
Date Orientation Training Completed: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
First Date of Paid Work: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
Topics Included in Training	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Licensing Rules:										
Supervision & Ratios										
Injury Prevention										
Parent Notification & Child Security										
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